

APPLICATION FORM
UNITED STATES MAGISTRATE JUDGE

Please submit a Word or WordPerfect file via e-mail to NYED-APPLICATIONS@nyed.uscourts.gov, and sixteen (16) paper copies of your application with the Clerk of Court at 225 Cadman Plaza East, Brooklyn, New York 11201.

This form will be kept confidential and will be examined only by members of the Merit Selection Panel and the judges of the district court. The individuals whom you have listed as references may be contacted by the Panel, but no other employers, colleagues, or other individuals will be contacted without your prior approval.

General:

1. Full Name:
2. All other names by which you have been known:
3. Office Address:

City

State

Zip Code

Telephone Number:

E-Mail Address:

4. All Current Residential Addresses:

Telephone Number(s):

5. Time at current residence(s): Time of residence in state:

6. Place of Birth: Date of Birth:

7. If you are a naturalized citizen, please state the date and place of naturalization:

8. Military Duty:
Service:
Branch:
Dates:
Rank or rate at discharge:
Type of discharge:

If still a Reserve or National Guard member, please give service, branch, unit and present

rank.

9. Are you related by blood or marriage to any judges of this court or to any members of the Merit Selection Panel who will review this application? Yes___ No___. If so, give their names.

Health:

10. What is the present state of your health?
11. Do you have any visual or hearing impairment or other mental or physical impairment that would require accommodation by the Court to permit you to perform the duties assigned to a magistrate judge? If so, specify. (Be assured that the Court does not discriminate and will provide reasonable accommodation for any handicap.)
12. Have you had any hospital confinement, mental illness, serious physical illness, or drug or alcohol addiction during the past ten (10) years? Yes___ No___. If yes, explain and provide the name, address and telephone number of your attending physician(s), and all hospitals and other institutions to which you were admitted and the date(s) of each hospitalization.
13. Are you presently receiving or contemplating receiving treatment for a physical or mental illness or condition, or for drug or alcohol addiction? Yes___ No___. If so, please give details.

Education:

14. Colleges and universities (including professional schools) attended; addresses, dates and degree(s):

15. Continuing legal education courses completed within the last ten (10) years:

Honors:

16. Were you a member of any law review?

Names

Positions

Dates

17. If you have published any legal books or articles, list them, giving citations and dates:

18. List any other honors, prizes or awards you have received:

Professional Admissions:

19. List all courts (including state bar admissions) and administrative bodies having special admission requirements in which you are presently admitted to practice, giving the dates of admission in each case:

Court or Administrative Body

Date of Admission

I.D. Number

Law Practice:

20. Commencing with your law school admission, state the names, positions, dates, addresses and telephone numbers of all law firms with which in any way you have been employed or associated in practice, and of all governmental agencies or private business organizations in which you have ever been employed or associated, periods during which and addresses from which you have practiced as a sole practitioner, and any legal practice or employment not otherwise covered by your answers.

21. Describe the general nature of your current practice, including any legal specialties which you possess and the character of your typical clients. Additionally, if your practice is substantially different now from what it previously had been, please give complete details of prior practice.
22. (a) Do you appear regularly in court?
- (b) What percentage of your appearances in the last five (5) were in
- | | | |
|----|---------------------------------|---|
| 1. | federal courts | % |
| 2. | state or local courts of record | % |
| 3. | administrative bodies | % |
| 4. | other | % |
23. During the last five (5) years, what percentage of your practice has been trial practice?
- ____%
24. During the last five (5) years, how frequently have you appeared in court?
- _____ times per month
25. List the percentage of your practice involving litigation which has been –
- | | |
|----------|---|
| Civil | % |
| Criminal | % |
| Other | % |

26. State the number of cases you have tried to conclusion in courts of record during each of the past five (5) years, indicating whether you were sole, associate, or chief counsel. Give citations of any reported cases.

27. Summarize your courtroom experience for the last five (5) years:

28. With respect to the cases qualified at Question 27, as well as any other cases you have litigated during the last five (5) years, list each such case, providing a brief description, the name, current address, and telephone number of your adversary and of the judge before whom you appeared.

Public Office:

29. Have you ever run for, or held, public office? Yes___ No___. If so, give details.

Prior Judicial Experience:

30. (a) Have you ever held judicial office or been a candidate for judicial office? Yes___ No___. If so, please state the courts involved and the dates of service, or dates of candidacy.

- (b) Prior Quasi-judicial service:

Name of agency:

Position held:

Hearing on what issues:

Number of cases adjudicated:

Dates of service:

Business Involvement:

31. (a) If you are now an officer, director or otherwise engaged in the management of any business enterprise, state the name of such enterprise, the nature of the business, the nature of your position and of your duties, and whether you intend to resign such position immediately upon your appointment to judicial office,
- (b) Since being admitted to the Bar, have you ever engaged in any occupation, business, or profession other than the practice of law? Yes___ No___. If so, give the details, including dates.
- (c) State whether during the past five (5) years you have received any fees or compensation of any kind other than for legal services rendered from any business enterprise, institution, organization or association of any kind. Yes___ No___. If so, identify the source of the business enterprise, institution, organization or association involved, and the dates such compensation was paid.
32. (a) Have you ever been arrested, charged, or convicted for violation of any federal law, state law, county or municipal law, regulation or ordinance? Yes___ No___. If so, give details. Do not include traffic violations for which a fine of \$200 or less was imposed unless it also included a jail sentence.
- (b) Have you, to your knowledge, for any reason ever been under federal, state or local investigation? Yes___ No___. If so, give particulars.

33. (a) Have you ever been sued by a client for any reason, including professional malpractice? Yes___ No___. If so, give particulars.
- (b) Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice? Yes___ No___. If so, give particulars, including the amounts involved.
- (c) Have you ever been involved as a party to any litigation (criminal, civil or administrative)? Yes___ No___. If so, give particulars.
34. (a) Have you ever been disciplined, cited, admonished or cautioned for a breach of ethics or unprofessional conduct by any court, administrative agency, bar association, or other professional group or, without regard to the outcome, to your knowledge, has there ever been a complaint preferred against you with or by any court, administrative agency, bar association or other professional group? Yes___ No___. If so, give the particulars.
- (b) Have you ever been questioned by any person or private or public entity concerning any possible misconduct, incompetence, unsatisfactory performance of duty or violation of law? Yes___ No___. If yes, give particulars.
- (c) To your knowledge, have you ever been the subject of an investigation by any person or private or public entity concerning any possible misconduct, incompetence, unsatisfactory performance of duty, or violation of law? Yes___ No___. If yes, give particulars.
- (d) Have you, to your knowledge, ever been found not qualified for any public position

by any court, administrative agency, bar association or other professional group?
Yes___ No___. If yes, give particulars.

(e) Have you ever been disciplined or terminated by or because of possible termination resigned from any public or private employer, law firm or any other entity because of any misconduct, incompetence or unsatisfactory performance in any respect? Yes___ No___. If yes, give particulars.

(f) Have you ever resigned from or, for other reasons, ceased to be a member of the bar or bench of any state or court in any jurisdiction, a member of any governmental body, a hearing officer or an occupant of any other similar position? Yes___ No___. If so, give particulars.

35. Have you filed appropriate tax returns as required by Federal, State, Local, and other Government authorities in a timely fashion? Yes___ No___. If no, explain.

36. (a) Have any liens or claims ever been instituted against you by the Federal, State or local authorities? Yes___ No___. If yes, explain.

(b) Do you have any summonses, traffic tickets or other such claims outstanding against you by any federal, state or local authorities? Yes___ No___. If yes, give particulars.

(c) Are there any unsatisfied judgments against you? Yes___ No___. If yes, give particulars.

- (d) Are you in default in the performance or discharge of any duty or obligation imposed upon you by any governmental agency or decree or order of any court, including alimony/maintenance and support orders and decrees? Yes___ No___. If yes, give particulars.
- (e) Have you ever made an assignment for the benefit of creditors? Yes___ No___. If yes, give particulars.
- (f) Has any petition in bankruptcy ever been filed by or against you? Yes ___ No _____. If yes, give particulars.

Professional and Other Activities

37. (a) List all bar associations and legal professional societies of which you are a member and give the titles and dates of any office you have held or currently hold in such groups, and committees to which you belonged or currently belong:
- (b) List all organizations and clubs, other than bar associations and professional societies identified in response to Question 39 (a) of which you have been a member during the past ten (10) years, including the titles and dates of any offices you have held in each such organization:

Supplemental Information

38. State any achievements or actions you have accomplished, demonstrating your commitment to equal justice under law:

39. State any additional education or other experiences you believe would assist you in holding judicial office:

40. List five (5) individuals as references who are familiar with your abilities and personal character:

Name

Address

Telephone Number

41. (a) Set forth any information not otherwise elicited by this application which would affect favorably or unfavorably, your eligibility for the office for which you are a candidate or bear upon consideration of your candidacy:
- (b) State any pertinent information reflecting positively or adversely on you which you believe should be disclosed to the district court and the selection panel in connection with your possible nomination as United States Magistrate Judge.
- (c) Is there anything in your personal or professional background that, if publicly known, could be viewed as embarrassing either to you personally or to this court?
Yes____ No____. If yes, give particulars.

This application is for the United States Magistrate Judge position at:

☐ Brooklyn

☐ Central Islip

☐ Either Court

Location

(Please check one box)

I declare under penalty of perjury that I completed the foregoing fourteen (14)-page application with the attachments, and that it contains true and correct information.

Executed on:

Date: _____

Signature of Candidate: _____

Confidentiality Statement

The individuals whom you have listed as references in #40 above may be contacted by the Panel, but no other employers, colleagues or others will be contacted without your prior approval. The "Waiver of Confidentiality" will not be used without your prior approval.

How To Apply

The original plus the required copies of the complete application (with all appendices) must be received by Clerk of Court, 225 Cadman Plaza East, Brooklyn, New York 11201, not later than the date specified in the Public Notice.

You are invited to append:

1. A one-page curriculum vitae.
2. A one-page statement on (A) what you believe the duties of a U.S. Magistrate Judge to be, and, (B) how your qualifications and background qualify you to assume such duties.

N.B. If you change your address or if anything occurs which would affect your answers to this application, notice of such change should be sent to the Chairman of the Merit Selection Panel.

WAIVER OF CONFIDENTIALITY

The Merit Selection Panel has completed its initial screening of applicants for the position of United States Magistrate Judge. We are now in need of additional information on your background and qualifications to determine whether to recommend you to the District Court for appointment as a Magistrate Judge. Accordingly, we request your approval to consult with your current or past employers or colleagues, and other individuals who have material knowledge of your qualifications (including your physician) in order to verify and to supplement the information contained in your application form. A "waiver of confidentiality" is printed immediately below for this purpose.

Waiver

I hereby authorize the custodian of any records or information to permit the examination or receipt of such information, whether written or oral, by the Merit Selection Panel. I also authorize the Merit Selection Panel to consult with my former employers, my professional colleagues, and my physician with regard to matters pertinent to my qualifications for the position of a United States Magistrate Judge.

Date: _____

Signature: _____